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ABSTRACT

An analysis and evaluation were made of a special part-time high school program at Saddleback College (Mission Viejo, California), designed to allow attendance in college credit classes by 11th and 12th grade students. Two questionnaires were used in the study, one being sent to 50 former students and one mailed to 20 high school counselors The investigation has improved the understanding between the high school and the college counseling divisions. Based on the questionnaire results, it is recommended that: (1) application procedures be simplified; (2) eligibility be increased to 15 percent of junior and senior enrollment in high school; (3) GPA restrictions be lowered from 2.5 to 2.0 of cumulative work taken; (4) students be allowed to enroll in any class rather than just transfer courses; (5) priority in registration be given to 12th grade students; (6) application for the fall quarter be adjusted from September 1 to September 10 to allow high schools additional time for processing; and (7) student, parent, and high school counselor be allowed to determine the number of courses the student may take. Copies are provided of the Counselor's Request Letter, 1968 Application Form for students, Student Questionnaire, Counselor Questionnaire, 1974 Revised Application for students, and a Response Sheet giving the results of students' responses to the questionnaire. (DB)

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AN EVALUATION OF POLICY AT SADDLEBACK COLLEGE SPECIAL PART-TIME HIGH SCHOOL STUDENTS

CORE MODULE POLICY

by

William L. Kelly, M.A.

Dr. John Davitt, Cluster Coordinator

A PRACTICUM PRESENTED TO NOVA UNIVERSITY
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DEGREE OF DOCTOR OF EDUCATION

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JC 740 267

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I. INTRODUCTION

A Special Part-Time High School Student Policy designed to allow high school students an opportunity to enroll in college credit courses prior to high school graduation.

A. STATEMENT OF PROBLEMS

Board Policy 4603 has existed since the inception of the college in 1968. The effectiveness of the program began to be challenged by high school counselors and students. Some needed revision was apparent.

B. HYPOTHESIS

Revision of Board Policy 4603 will encourage greater participation by area high school students and increase liasion work between the college and high school counseling divisions.

C. DEFINITION OF TERMS

Special Part-Time High School Program. A program designed for 11th and 12th grade students allowing college credit classes prior to high school graduation.

Board Policy 4603. Guidelines set forth for administering the Special Part-Time High School Program. (Adopted 1968)

Quarter System. Eleven week instructional period.

High School Liasion. Assigned college counselor to work with each high school, for the purpose of communication, articulation, and personal campus contact.

Grade Point Average. Total number of grade points earned, divided by the total number of units attempted. Based on a 4.0 scale.

Saddleback College. A five year old community college in Southern Orange County, serving an upper-middle class socio-economic area with a traditional course of study for its almost 5,000 day and evening students.

Participate Questionnaire. Set of questions regarding the Special Part-Time High School Students Program, mailed to former students.

Sampling Space. Fifty students selected from 1968 through 1973, who had completed one class in the program.

Counselor Questionnaire. Set of questions sent to 20 local high school counselors representing seven different schools.

Student Response Sheet. Results of participators responses to mailed questionnaires.

II. BACKGROUND AND SIGNIFICANCE OF THE STUDY

Saddleback College opened its doors in September of 1968 with an enrollment of 800 students and a faculty of 34.

Policies began to emerge as the school began to organize into different divisions. The Special Part-Time High School Students Program was one of the first policies born.

It was designed to allow junior and senior high school students to enroll in college courses for credit prior to high school graduation.

The policy was drawn up by the Dean of Admissions and the Dean of Students, with total support of the college president. The policy has restrictions in the following areas:

(a) Grade point average for admission

(b) Number of students allowed to apply

(c) Deadline dates for application

(d) Committee of four to determine if student could benefit from program

(e) No priority for registration

(f) Number of courses allowed per quarter

Most college policies have little or no effect on high school students, policy 4603 is one exception.

The college counseling staff in their laision efforts with local high schools began to hear time and time again the difficulty of meeting the policy requirements. Counselors inquiries about policy change were met with polite but firm...no change at this time. Requests for

revision or modifying to create more flexibility brought no positive results.

This investigation began with a questionnaire mailed to area high school counselors.

It was expanded to include former students who had participated in the program. The results of these questionnaires will be covered in the section which deals with procedures.

A. LIMITATIONS

The largest difficulty in conducting this investigation was ample return from former participants. The time factor also eliminated any personal follow-up or conversation with former participants.

Area community colleges in our county operate their programs differently and comparison was difficult.[1] There had been no attempt to follow-up on their former students. The questionnaire designed was not complete enough.

Finally, the time span between all former participators was over a six year period of time. The responses were limited and generally not as complete beyond the last four years.

B. PASIC ASSUMPTIONS

The lack of interest in the Special Part-Time High School Students Program caused concern within our counseling division.

[1]Dr. Dave Jordon, Dean of Counseling, El Camino College.

The less than enthusiastic attitude of the high school counselor and student was curtailing the potential of the program. The strongest feeling among all was the grade point average was too restrictive and the application procedure too cumbersome.

The distance to the campus from some schools also caused concern.

III. PROCEDURES

A. PROCEDURES FOR COLLECTING DATA

Two separate questionnaires were assembled, one for former students, the other for area high school counselors.

The questionnaires are to be sent to 50 former students and 20 questionnaires went to area high school counselors. Questionnaires are to be mailed with return envelopes provided, and a 21-day return date. Students were selected from each high school at random, the only designated selection procedure was equal number from both sexes.

B. PROCEDURES FOR TREATING DATA

After collecting the data, a tally sheet will be provided to indicate the different responses.

The responses will be reviewed by the counseling division and recommendations sent to the president of the college.

Saddleback Community College District

[illegible] PARKWAY • MISSION VIEJO, CALIFORNIA 92675 • (714) [illegible]

February 7, 1973

Virginia Shutt
Tustin High School
1171 Laguna Road
Tustin, CA. 92680

Dear Virginia:

Enclosed are copies of a questionaire regarding the Saddleback College Special Part-Time High School Program. We would appreciate it if you would give these to members of your counseling staff who have been involved in helping students apply for this program.

As you can tell, we are involved in instutional analysis and evaluation and would greatly appreciate comments from you who have worked with this program on the high school level.

Thanks so much.

Sincerely,

William L. Kelly
Associate Dean, Counseling

WLK/cw

Enclosures

SADDLEBACK COLLEGE

SPECIAL PART TIME HIGH SCHOOL STUDENTS PROGRAM

APPLICATION FORM

1968 Form

Name	High School	Grade Level

After due consideration of the program and realizing its basic provisions, I would like to take the following course/courses during the full/winter/spring/summer quarter.

Recommendation of Principal

Signature

Student Signature

Parent Signature
of
Approval

Approval of this application is dependent upon meeting the qualifications outlined in the information bulletin. Strict adherence to application procedures and deadlines will be required.

Applicants will be notified by mail of college action taken on their applications. The applicant will process all application forms through the high school counselor prior to submission to the Saddleback College Office of Admissions and Records.

Comments of Saddleback College Counselor:

Date

Signature
of
Saddleback College Counselor

SADDLEBACK COLLEGE
OFFICE OF ADMISSIONS AND RECORDS

INFORMATION BULLETIN

Outlined below are purposes, policies and procedures governing the admission of eleventh and twelfth grade special part-time high school students at Saddleback College. This program is developed within the permissible framework of Education Code Section 25503.5.

PURPOSE - Enrollment in this program is intended to provide a beginning college experience for the qualified high school junior or senior:

1. Who may wish to continue study in an instructional area not offered in high school; or

2. whose eleventh and twelfth year program may not constitute sufficiently intensive preparation for pursuing college work after graduation; or

3. who may not have yet made the decision to attend college; or

4. who desires to explore fields of concentration from which a college major may be selected.

POLICY - The following policies will govern student applications under this program:

1. Saddleback College will accept a maximum of 25 applicants (11th graders, 12th graders, or a combination of both) from each of the 5 high schools in the junior college district.

2. Those applicants who are accepted will be allowed to enroll in any transfer course for which they are qualified. These courses are numbered 1 through 49 and 60 through 69. Enrollment in all courses will be dependent upon the availability of seats at the time the applicant registers.

3. Eleventh grade applicants will be allowed to enroll in one course each quarter, and twelfth grade applicants will be limited to a maximum of two courses each quarter.

4. Applicants may enroll in either day or extended day classes.

5. To be eligible to apply, applicants must have a cumulative high school grade point average, excluding work in progress, of not less than 2.5 on a 4.0 scale.

6. No application will be considered completed without the principal's recommendation and signature.

7. ACT scores are required to determine an applicant's eligibility for placement in Mathematic and English courses.

8. Final selection of applicants will be determined by Saddleback College.

9. Applicants participating in this program will do so under the combined direction of their high school principal and the Saddleback College administration and will be held responsible for rules and regulations governing both institutions.

PROCEDURES - The following forms must be completed and forwarded to Saddleback College Office of Admissions and Records prior to the application deadlines listed below:

1. The Saddleback College Application For Admissions Form.

2. The Saddleback College Special Part-time High School Student's Program Application Form, complete with the applicant's and parent's signatures and the recommendation and signature of the high school principal.

3. The Saddleback College Petition Form with appropriate explanation for applying.

4. Complete high school transcripts must accompany the aforementioned forms.

Deadline dates for application are:

Fall Quarter - September 1
Winter Quarter - December 15
Spring Quarter - March 15
Summer Quarter - June 15

Application files which are incomplete as of these dates, will not be considered for further processing.

When, prior to the deadline date, the applicant's file is complete, the Office of Admissions and Records will notify the Office of Student Personnel, which in turn, will arrange a counseling appointment for the applicant with a college counselor.

Following the counselors appointment, the applicant's petition and qualifications will be reviewed by the Saddleback College Admissions and Guidance Committee which will notify the applicant by mail of its decision. The decisions of this Committee will be final.

Please direct further questions, regarding this program, to the Office of Admissions and Records.

OFFICE OF ADMISSIONS AND RECORDS.

Howard H. Harcou

Howard H. Harcou, Dean

HHH:rt

SADDLEBACK COLLEGE

QUESTIONNAIRE

SPECIAL PART-TIME HIGH SCHOOL PROGRAM

DIRECTIONS: Saddleback College is endeavoring to improve the part-time high school program in which you took part during high school. Would you answer the following questions as candidly as possible.

1. Are you currently attending college? Yes 20 No 16. If yes, where? (4 year college, 11) (Saddleback, 5) (Business 2) (Misc. 2)
2. Have you completed any academic degrees? Yes___ No___. If yes, name them. (B.S. - 1) (A.A. - 9) (Nursing - 1)
3. If you have not received a degree, how many college units have you completed? _____ Units. Range- 12-130 quarters Average 51.5 units
4. Please list the classes you completed at Saddleback College while still in high school. See Response Sheet
5. Were these classes your first choice? Yes 16 No 5 Not sure 15
6. Did you feel the application procedure for part-time high school students worked adequately and well? Yes 18 No 9 Not sure 6
7. Did you feel counseling services were adequate? Yes 26 No 5
   Comments: _____
8. Did the class registration procedure go smoothly for you? Yes 26 No 8
   Comments: _____
9. Speaking generally, do you think high school students will profit from taking college courses in their junior and/or senior year(s) in high school? Yes 33 No 2

Thank you for your cooperation. Please return this questionnaire to William Kelly, Associate Dean of Counseling, at your earliest convenience.

SADDLEBACK COLLEGE

QUESTIONNAIRE

SPECIAL PART-TIME HIGH SCHOOL PROGRAM

Counseling Staffs

NAME _____ HIGH SCHOOL _____

DIRECTIONS: Saddleback College is endeavoring to improve the part-time high school program in which several of your students participate. Would you answer the following questions as candidly as possible?

1. Have you had students participate in this program in the past? Yes 20 No___
2. Do you feel you are well-informed about this program? Yes 16 No 4 Comment: If the answer is no, could you suggest a better method of informing you about this program. _____
3. Is the application section of this program efficient and easy for you to use? Yes 13 No 5. If no, have you a suggestion that would increase the efficiency of this program? _____
4. Do you and your students seem to be able to meet the deadlines for application successfully? Yes 10 No 8. If no, will you suggest a more workable deadline schedule for you to use. _____
5. Do your students who get involved in the program seem to get courses that they wish to take? Yes 12 No 3. Comment: Not sure 3
6. What type of reaction do you receive from students who have completed the program? Favorable 16 Unfavorable 3 None 1.
7. Are college counseling services adequate for this program in your opinion? Yes 18 No 2. Comment: _____

8. Have you had any student feedback regarding this program that you could pass on to us that might help us improve the program? Yes 16 No 3 .

   Comment: See # 10

9. Overall, do you believe the taking of college courses while still in high school is a worthwhile experience for your students? Yes 19 No 1

   Comment: _____

10. Additional comments about any of our programs: _____

_____

A. Expand vocational offerings
B. World of work classes
C. More visits by counselors, once per quarter
D. Modify application, be more flexible
E. Remove grade point requirements

1974 Form

SADDLEBACK COLLEGE

SPECIAL PART-TIME HIGH SCHOOL STUDENT PROGRAM

APPLICATION FORM

Applicant's Name: _____

High School: _____

High School Grade Level: ☐ 11th ☐ 12th

Date of Application: _____

I hereby apply for admission to Saddleback College under provisions fo the SPECIAL PART-TIME HIGH SCHOOL STUDENT PROGRAM.

I wish to enroll for the ☐ Fall Quarter

☐ Winter Quarter

☐ Spring Quarter

☐ Summer Session

Applicant's Signature:

_____

Parent Approval and Signature:

_____

H. S. Counselor's Recommendation and Signature:

_____

H. S. Principal's Recommendation and Signature:

_____

Approval of this application is dependent upon meeting the qualifications outlined in the attached INFORMATION BULLETIN. Application procedures and submission deadlines must be strictly observed.

Applicants will be notified through their high school counselor of action taken on their applications.

FOR OFFICE USE ONLY

☐ Approved

☐ Disapproved

Remarks: _____

_____

_____

_____

_____

_____

_____

Date _____

Initials _____

Saddleback College Counselor's Comments.

_____

_____

_____

_____

_____

_____

_____

_____

Date _____

Initials _____

HHM:ar

SADDLEBACK COLLEGE
OFFICE OF ADMISSIONS AND RECORDS

INFORMATION BULLETIN - SPECIAL PART-TIME HIGH SCHOOL STUDENT PROGRAM

Outlined below are purposes, policies and procedures governing the admission of eleventh and twelfth grade special part-time high school students at Saddleback College. This program is developed within the permissible framework of Education Code Sections 6401 and 25503.5.

PURPOSES - Enrollment in this program is intended to provide a beginning college experience for the qualified high school junior or senior:

1. Who may wish to continue study in an instructional area not offered in high school; or

2. whose eleventh and twelfth year program may not constitute sufficiently intensive preparation for pursuing college work after graduation; or

3. who may not have yet made the decision to attend college; or

4. who desires to explore fields of concentration from which a college major may be selected.

POLICIES - The following policies will govern applications under this program:

1. Saddleback College will accept a maximum of 15 per cent of the combined total enrollment of eleventh and twelfth grade students from each of the seven high schools in the Saddleback Community College District.

2. Those applicants who are accepted will be allowed to enroll in any course for which they are qualified. Enrollment is subject to the availability of seats at the time the applicant registers.

3. Applicants may enroll in either day or extended day classes.

4. To be eligible to apply, applicants must have a cumulative high school grade point average, excluding work in progress, of not less than 2.0 on a 4.0 scale.

5. No application will be considered complete without the principal's recommendation and signature.

6. Grades and/or test scores will be evaluated to determine the applicant's eligibility for placement in Mathematics and English courses.

7. Students participating in this program will be required to submit new applications for each subsequent term of enrollment.

8. Applicants participating in this program will do so under the combined direction of their high school principal and the college administration and will be held responsible for rules and regulations governing both institutions.

PROCEDURES - The following forms must be completed and forwarded to Saddleback College Office of Admissions and Records prior to the application deadlines listed below:

1. The Saddleback College APPLICATION FOR ADMISSION FORM and RESIDENCE CARD.

2. The Saddleback College SPECIAL PART-TIME HIGH SCHOOL STUDENT PROGRAM APPLICATION FORM, complete with the applicant's and parent's signatures and the recommendation and signature of the high school principal and counselor.

3. Complete high school transcripts must accompany the aforementioned forms.

4. Deadline dates for application are:

Fall Quarter	-	September 10
Winter Quarter	-	December 1
Spring Quarter	-	March 15
Summer Session	-	June 15

Application files which are incomplete as of these dates will not be considered for further processing.

5. When, prior to the deadline date, the applicant's file is complete, it will be reviewed by the Saddleback College Admissions and Guidance Committee. Questions regarding an applicant's eligibility will be directed to his high school counselor.

6. The applicant will be notified of the committee's decision, and the Office of Student Personnel will arrange a counseling appointment for those who have been approved. The decision of the committee will be final.

Please direct further questions regarding this program to the Office of Admissions and Records.

OFFICE OF ADMISSIONS AND RECORDS

Howard H. Marcou, Dean

HHM:ar

RESPONSE SHEET

NUMBER	SEX	GRADE	SUBJECT	GRADE	UNITS	COLLEGE	WORK	OTHER
1	F	11th	Psych. 1A	B	4	X		
2	M	12th	Music 11	B	1			X
			Art 20	B	3			
3	F	11th	Math 3C	A	4	X		
4	F	11th	Music 13A	B	1	X		
5	F	11th	Music 13A	A	1			X
6	F	11th	Music 13A	A	1		X	
7	M	12th	Music 28A	A	1			X
			Psych. 40	B	2			X
8	F	11th	French 50	W	2		X	
9	F	11th	English 1A	B	4	X		
10	M	12th	A.O.J. 25	B	3		X	
11	F	12th	Psych. 40	W	2		X	
12	F	12th	Music 12A-C	A	1		X	
13	F	11th	Music 26A	A	2			X
14	M	12th	Chem. 3	C	5	X		
15	M	12th	Psych. 40	B	2			X
16	F	12th	Bus. 20	W	4	X		
17	M	12th	A.O.J. 10	B	4	X		
18	M	12th	A.O.J. 10	C	4	X		
19	F	12th	Engl. 50	A	4			X
20	F	12th	Hist. 17B	A	4	X		
21	F	12th	Hist. 17A	B	4	X		
22	M	12th	Hist. 17A	B	4	X		
23	M	12th	Math 1A	C	4			X
24	F	12th	Hist. 17A	B	4			X
25	F	11th	Music 41	A	3	X		
26	F	12th	Art 41C	C	2			X
27	M	12th	Anthro. 2	A	4	X		
28	M	11th	Psych 1A	A	4	X		
29	F	12th	Math 3B	C	4	X		
30	M	11th	Psych 1A	A	4	X		
31	M	12th	Math 3B	D	4	X		
32	M	11th	Photo. 1A	B	3		X	
33	F	11th	Anthro. 2	C	4	X		
34	F	12th	Drama 2A	A	4	X		
35	F	11th	Speech 6A	B	2		X	
36	M	12th	Health 1	B	3	X		
	F-21				113	334		
	M-15							G.P.A. 2.95

IV. RESULTS

The hypothesis for this practicum has been partially proven. The investigation has improved the understanding between the high school and college counseling divisions.

The results for Saddleback College hopefully will be increased knowledge of the programs, bringing greater interest and enrollment by the high school student.

The hypothesis will be complete if enrollment in the fall quarter increases.

V. RECOMMENDATION

Based on the questionnaire results, the study recommends the following modification to the existing policy:

1. Simplify application procedures. (See Page 14)
2. Increase number of eligible from 25 students per school to 15% of junior and senior enrollment.
3. Lower G.P.A. restrictions from 2.5 to 2.0 of cumulative work taken.
4. Allow students to enroll in any class, not just transfer courses.
5. Allow priority registration for 12th grade students.
6. Adjust application date for fall quarter from September 1, to September 10, to allow high schools additional time for processing.

7. Allow student, parent and high school counselor to determine the number of courses each student may attempt.

The above recommendations are being submitted to the College President for approval for school year 1974-1975.

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UNIVERSITY OF CALIF.
LOS ANGELES

AUG 30 1974

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